

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Water and Sewer Plant Operator	
		Division and/or Subdivision Tehama Glenn Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Salt Creek Camp – Paskenta, CA	
		Class Title of Position Water and Sewer Plant Operator	
		Position Number 542-237-6191-001	
		Effective Date ..	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	<p>Under the general direction of the Southern Operations Division Chief, to perform a variety of skilled work in the operation maintenance and repair of water treatment, wastewater treatment water, sewer, heating, boiler, air conditioning, ventilating, lighting, power and other mechanical systems normally found in a State camp facility; work closely with Region and Headquarters Technical Services on facility maintenance problems and code requirements along with various Control Agencies that regulate the operation of the camp; instruct or lead other workers in facilities maintenance while maintaining the safety of persons and property.</p> <p>*Personally has the responsibility to operate, inspect, maintain, and repair all water and/or wastewater treatment systems per California Code of Regulations Title 22 and Title 23, including piping, pumps, ponds, spray fields, leach fields, and storage used in conjunction with water and sewer system. • Perform daily tests of water and sewage in various stages of treatment and personally makes the analyses. • Prepares and submits to State Department of Health Services (OHS) and/or State Water Resources Control Board (SWRCB), all required water quality monitoring documents. • Interprets water quality tests and determines necessary changes in dosage and treatment processes. • Performs the maintenance and upkeep of equipment and related facilities. • Adjusts and repairs mechanical equipment such as pumps, chlorinators, gas engines and metering devices. • Monitors and directs the pumping of septic tanks and grease traps. • Maintains manholes, water and sewer pipelines, storm drains, hydrants, water valves and continually monitors cross connections per Title 17. • Repairs and maintains all types of motors and engines used to power pumps, compressors and fans. • operates and directs the operation of related equipment at incinerators and other mechanical equipment</p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
PO-199 (06/16) - **PAGE 2**

Working Title of Position
Water and Sewer Plant Operator

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
30%	*Inspects, maintains, and repairs water filters, softeners, piping, and pumps used in conjunction with water distribution including all sinks and toilet bowls, supply lines, sewer lines and water lines. *Inspects, maintains, and repairs all natural and manufactured gas distribution lines and manufacturing systems for air balance, humidistat and solid state electronic motor control amplifiers. Inspects, maintains, and repairs all heating, ventilation, and air conditioning systems, including control systems for air balance, humidistat and solid state electronic motor control amplifiers. * Performs general building preventative maintenance and repair. * Inspects, maintains, and repairs all electrical and gas appliances and small equipment. * Inspect, maintains, and repairs single phase and multi phase electrical circuits up to 220 volts, including emergency generators. * Inspects, maintains, and repairs boiler and steam generator plant.
10%	*Provides training and instruction in the maintenance of water and/or wastewater treatment plants, water and sewer distribution lines. HVAC, boilers, interior and exterior painting, laundry and culinary equipment, and electrical and mechanical systems. *Is responsible for implementing IIPP Program in assigned areas of authority and responsibility.
5%	*Prepares and processes a variety of purchase documents to order and maintain an adequate supply of parts, tools and supplies necessary to maintain the facilities of a conservation camp.
5%	Other duties as required. *The incumbent is required to wear respiratory protection equipment (including self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, and the medical status of the incumbent. As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. NOTE: This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill tests. *The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation. *Positions located at a Camp or requiring the supervision of inmates requires compliance with the Prison Rape Elimination Act. Compliance is determined by completing a Live Scan prior to appointment and during the course of employment to verify the standards of the Code of Federal Regulations Part 115 Prison Rape Elimination Act National Standards are met. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment:

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature
Personnel use only

Date
☐ Posted to Directory

Supervisor Signature

Date

Initials and Date